

STATE OF ALASKA STANDARD OPERATING PROCEDURE Division of General Services	S.O.P. # DGS-011-07	PAGE 1 of 1
SUBJECT: Background Clearance	EFFECTIVE DATE: 12/1/10	
WRITTEN BY: TANJI MINTZ, State Leasing & Facilities Manager APPROVED BY: VERN JONES, CPO	SUPERSEDES S.O.P. # N/A	DATED REVISED:

PURPOSE: To establish a policy regarding background clearance procedures for state owned facilities managed by the Executive Branch.

AUTHORITY: Per AS 36.30 and AS 44.21, the Department of Administration is responsible for procurement and allocation of all space used by the Executive Branch. The Departments of Administration and Transportation & Public Facilities are designated as the responsible Facility Managers for the majority of State owned buildings.

POLICY: Provides written instruction on the required procedures and process for all third party vendors and contractors performing work on State property. Each occupying Agency shall be responsible for the observance of this policy.

PROCEDURE:

1. Each employee of the Contractor performing work on State Facilities is required to obtain a background check through the Department of Public Safety.
2. Contractor shall pay all associated processing fees which may be in the form of a personal check, cashiers' check or money order made payable to the Department of Public Safety.
3. The Contractor shall provide to the requesting Agency a copy of the DPS Background Check for each individual. Agencies will forward the background check document electronically to the Division of General Services, DGS Facility Manager.
4. Each background check will be individually reviewed, with sensitivity to: location of work to be performed, occupant(s) in the facility, scope of work and State security interest.
5. Acceptance or denial will be provided to the requesting Agency within 48 hours and is at the sole discretion of DGS, Facility Manager. That decision is final. Due to security and confidentiality requirements, the reason why an employee is denied will not be divulged. DGS, in consultation with officials in Public Safety will consider the seriousness and type of crime, number of crimes committed, length of time since conviction, and other pertinent issues regarding the specific individual, crime and facility involved.
6. Contractor employees are prohibited to commence with any work prior to receiving approval.
7. Background checks shall remain confidential and are valid for one year.